### California Department of Health Services Tobacco Control Section

American Indian/Alaskan Native Rural California Tobacco Use Survey Request for Proposals 06-55456

Avaya Information Web Meeting and Teleconference December 5, 2006 1:30 p.m. to 4 p.m.

### Welcome..... Avaya Web Meeting and Teleconference

### **Meeting Presenters:**

**Hao Tang, M.D., Ph.D.** Research Scientist II Evaluation Unit

and

### **Robert Thurman**

Contract Manager
Contract Management Unit

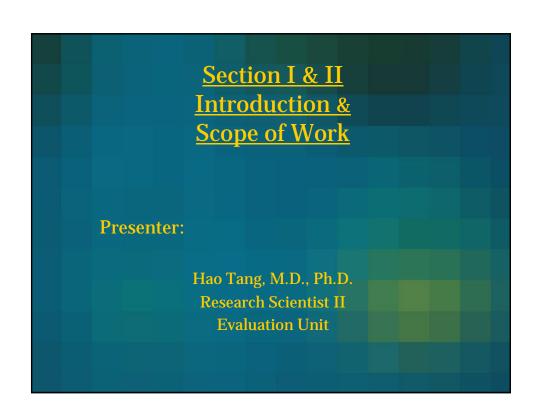
### **Reminders**

- ➤ The RFP Instructions take precedence over anything said during the meeting today.
- > Refer to the RFP Instructions for clarification of specific criteria and requirements.
- Access the TCS website for any addendums or announcements related to the RFP instructions.

### American Indian/Alaskan Native Rural California Tobacco Use Survey RFP Information Meeting Question and Answer Period

- Write down questions during the presentation.
- ➤ Fax questions to: 916-449-5505
- ➤ A brief break will follow the RFP presentation to allow TCS to review questions.
- Questions will be read and answered by TCS staff.

# Overview of the RFP Instructions



# Section I Introduction Pages 1-4

### Section I Introduction

### A. Purpose

- Contract to conduct a survey that studies tobacco use behaviors, attitudes, and knowledge among American Indian and Alaska Native (AI/AN) in rural California.
- Max funding amount: \$750,000 for two years

### Section I Introduction

### A. Purpose

- The results will aid program planning activities of TCS, AI/AN health organization, and others
- Part of TCS' evaluation activities

### Section I Introduction

### **B.** Background

- After 17 years of tobacco control program, California's adult smoking prevalence is at historic low, 14.0%.
- Available data from general population survey showed a significant higher smoking prevalence among AI/AN.

### Section I Introduction

### **B.** Background

- National survey also showed a higher smoking prevalence among AI/AN.
- AI/AN identified as priority population in tobacco control both by CDC and TCS
- California Rural AI/AN may have distinctive characteristics related to tobacco use.

### Section I Introduction

### C. History

- In 1991, NCI-funded tobacco study in 19
   Northern CA AI clinics
- In 2005, CDC funded 11 tribes to conduct
   American Indian Adult Tobacco Survey
- In 2002, TCS RFA on Special Population Tobacco Use Studies

## Section II Scope of Work Pages 5-11

# Section II Scope of Work A. General Requirements - The definition of Adult, AI/AN, and rural - Statewide survey only - Demonstrate agency's capabilities

### Section II Scope of Work

### A. General Requirements (cont.)

- "Tobacco" refers to both smoking and smokeless tobacco
- The sample size allows a 95% CI of  $\pm 3$  percentage points of smoking prevalence for men and women respectively.

### Section II Scope of Work

### B. Survey Plan

- 1. Sample Design
  - Define the California rural AI/AN
  - Specify sampling methods
    - a. Recruitment in the clinics
    - b. Household interview
    - c. Telephone survey
  - sample size calculation

### <u>Section II</u> <u>Scope of Work</u>

- B. Survey Plan
  - 2. Data Collection and Preparation Plan
    - a. Type of interview
    - b. Instrument
      - Comparable to CATS, AI ATS
      - The definition of current smoking
      - Comprehensive topics
      - Cognitive testing

### Section II Scope of Work

- B. Survey Plan
  - 2. Data Collection and Preparation Plan (cont.)
    - c. Interview process and quality control
    - d. Data preparation
      - ASCII, SAS
      - Documentations
    - e. Protection of human subjects

### Section II Scope of Work

### C. Analytic Plan

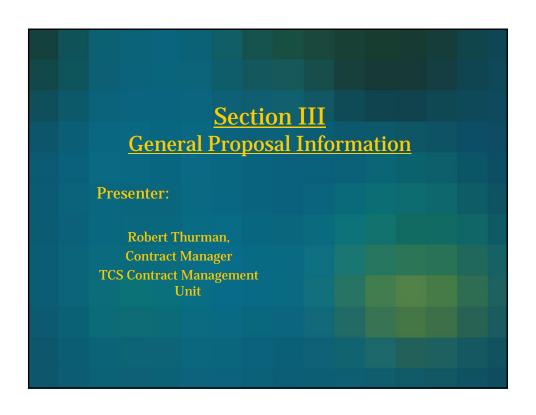
- Commercial product smoking prevalence
- Non-commercial tobacco use
- SHS exposure
- Tobacco-related knowledge and attitudes and exposure to TCS' media campaign
- Attitudes and beliefs about traditional tobacco use
- Smokefree casinos
- Co-morbidity
- Tobacco product purchasing behavior
- Suggestions

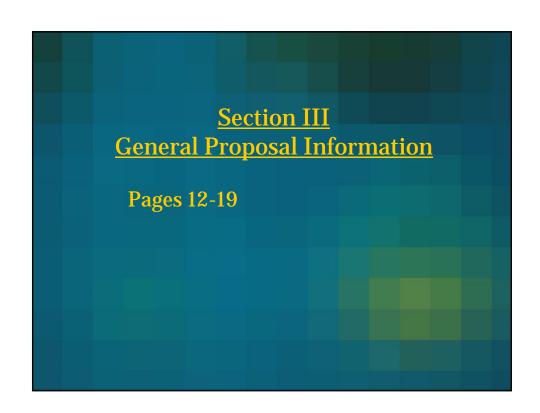
### Section II Scope of Work

### D. Reports and Deliverables

All data and reports under this contract belong to the State for public use.

- Final report
  - Including 95% CIs for each estimates
  - Figures and tables
  - Examples of the final report: CTS report, Special population study report
- Data set and technical documentation
- Public access to the data set
- Progress reports





### A. Who May Apply 1. Public or private organizations capable of conducting population research studies to determine tobacco use behaviors and attitudes of the California AI/AN communities. 4. Demonstrate capacity 5. Prior experience in special population studies 6. Demonstrate cultural understanding of the population 7. Demonstrate a history of completing survey studies 8. Applicants can apply as individual organizations or consortiums. 8. The consortium proposal is to consist of a primary accountable contractor that supervises one or more key subcontractors

## Section III General Proposal Information B. Contract Period and Funding Levels 1. Up to approximately \$750,000. 2. Agreement term 07/01/07 through 06/30/09. 3. 24 month period 4. Funding contingent on Proposition 99 FY allocations

Agency cannot receive tobacco funding
✓ Agency certification is required

### Section III General Proposal Information

### C. Reservation of Rights

- Five (5) authorization rights reserved by DHS/TCS in awarding the procurement.
  - ✓ Five rights from the RFP

### D. Contract Terms and Conditions

 May be viewed at : http://www.dhs.ca.gov/tobacco/html/funding.htm

### a. Intellectual Property Rights

- ✓ CA State is the owner of all rights.
- ✓ See a copy of the Intellectual Property Rights in the RFP Appendix.

### Section III General Proposal Information

### F. Proposal Submission Requirements

- 1. Letter of Intent by December 15, 2006 Include:
  - ✓ AI/AN Rural CA Tobacco Use Survey
  - ✓ RFP 06-55456
  - ✓ Estimated amount requested
  - ✓ Use letterhead
  - ✓ Signed by a signature authority
  - ✓ Mail or Fax letter to address in Section III of the RFP

### Section III General Proposal Information

- ➤ All application information is subject to the TCS verification process.
- ➤ Submit Original Proposal and eight (8) copies.

### Section III General Proposal Information

### G. Proposal Review Process

- 1. Applications are due not later than 5 p.m. on January 25, 2007.
  - ✓ Proposals will be date/time stamped
- 2. Follow the RFP instructions.
- 3. Complete the proposal early (review it) and submit prior to deadline.

### Section III General Proposal Information 4. TCS reserves the right to waive deviations it considers to be immaterial in proposals. ✓ A waiver shall not excuse a proposal from full compliance with contract terms and conditions.

Section III  General Proposal Information	
Activity	Points
Acuvity	1 Onts
(1) Agency Capability	35
(2) Project Narrative (60 Points)	
➤ Sampling Plan	20
Data Collection Plan	25
➤ Analytic Plan	15
(3) SOW	25
(4) Budget Justification/Budget	<u>30</u>
<b>Total Points</b>	150

### Section III General Proposal Information

- 3. Contract Award

  Notification of awards will be mailed and also posted in PARTNERS & TCS Website February 28, 2007.
  - ✓ Grant negotiations begin following the award notification to the agency.
  - ✓ Don't call us, we'll call you.....TCS will contact your agency to schedule negotiations.
  - Optional oral interviews. TCS reserves the right to conduct oral interviews.
- 4. Consensus Review Tool Summary
  - Proposal agencies may receive review tool summary

### Section III General Proposal Information

### H. Appeal Process

- 1. Only applicants that submit a proposal that meets requirements and are not funded may appeal.
- 2. Appeal letters are due by 5 p.m. March 9, 2007.
  - ✓ Appeals are limited to TCS failing to correctly apply the standards for reviewing.

### Section III General Proposal Information I. Tentative Timeline 1. Review the timeline. 2. Schedule meeting dates and submission deadlines on your agency calendar.

# Section IV Administrative and Program Expectations Presenter: Robert Thurman, Contract Manager TCS Contract Management Unit

# Section IV Administrative and Program Expectations Pages 20-22

### Section IV Administrative and Program Expectations

Contractors must have the ability and expertise to successfully manage and implement all project activities.

### Section IV Administrative and Program Expectations

- 1. Spend funds according to the negotiated line item budget.
- 2. Contractors are reimbursed in arrears (Expend funds then reimbursement is requested).
  - ✓ Contractors must cover between 45 to 60 days of activity cost.
- 3. If Contractor is having difficulties in completing SOW activities.....contact Hao Tang, M.D. Ph.D.

### <u>Section IV</u> <u>Administrative and Program</u> <u>Expectations</u>

- 4. Comply with the TCS Competitive Grantee Administrative and Policy Manual.
  - ✓ Incorporated into contract by reference
- 5. Adhere to payroll accounting policies.
  - ✓ pay employee taxes, worker-comp requirements, employee benefits.
- 6. Maintain accurate accounting records that are available to TCS.

### Section IV Administrative and Program Expectations

- 7. Conduct an annual audit of State funds.
- 8. Contractor must have TCS prior approval for PO, subcontract or consultant agreements over \$5,000.
  - ✓ Three (3) competitive bids are required by Contractor.
- 9. Have a signature authority policy in place for signing invoices, travel payments, timesheets, purchase orders.

### <u>Section IV</u> <u>Administrative and Program</u> <u>Expectations</u>

- 10. Maintain accurate records to document SOW activities.
  - ✓ logs, sign-in sheets, minutes, surveys, data, etc.
- 11. Submit complete Progress Reports every 6 months.
- 12. Submit accurate invoices not more often than monthly (in arrears).

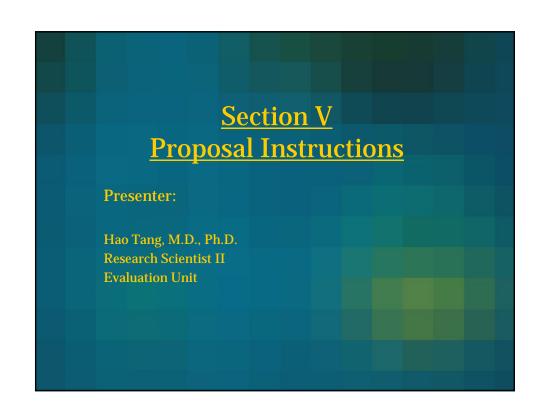
### Section IV Administrative and Program Expectations

- 13. Acknowledge the State is the owner of "all" Intellectual Property Rights.
  - ✓ Copy of the language is in RFP Appendix.
- 14. Travel and Per Diem is reimbursed at State rates.
  - ✓ Copy of Travel Regulations in Appendix H

### Section IV Administrative and Program Expectations

- 15. Hire highly qualified staff.
- 16. TCS may withhold payments when deliverables fall behind SOW timeline.
- 17. All data sets submitted to CDHS/TCS must be according to the SOW and submission deadlines.
  - ✓ Form and format approved by TCS.

## American Indian/Alaskan Native Rural California Tobacco Use Survey RFP Information Meeting Question and Answer Period Reminder: A question and answer period will follow the RFP presentation. Fax questions to: 916-449-5505



# Section V Proposal Instructions Pages 23-31

### Section V Proposal Instructions

### **A. General Instructions**

- ✓ CAREFULLY READ ALL INSTRUCTIONS.
- ✓ Proposals should be consistent with the Policy Section of the *Competitive Grantee Administrative* and Policy Manual.
- ✓ Submit proposal by 5 p.m. on January 25, 2007.
- ✓ Detail narrative... do NOT assume reviewers have prior knowledge of your agency history.
- ✓ Do not provide materials that are not requested.
- ✓ Print a copy of the application for your files.

### Section V Proposal Instructions

### **B.** Order of the Proposal

- 1. Proposal Cover Sheet (Attachment 1)
- 2. Table of Contents (Attachment 2)
- 3. Proposal Checklist (Attachment 30
- 4. Agency Capability (no attachment, 10 page limit)
- 5. Project Description
  - a. Project Narrative (no attachment, 25 page limit excluding Timeline and Organization Chart)
  - b. Timeline (no attachment, no page limit)
  - c. Organization Chart (no attachment, no page limit)

### <u>Section V</u> <u>Proposal Instructions</u>

### B. Order of the Proposal (Cont'd)

- 6. Scope of Work (Attachment 4, no page limit)
- 7. Budget Justification/Budget (no attachment, no page limit)
- 8. Additional Required Forms
  - a. Agency Documentation Requirements (Attachment 5)
  - b. Certification of Non-Acceptance of TobaccoFunds (Attachment 6)

### Section V Proposal Instructions

- B. Order of the Proposal
  - 9. Curriculum Vitae of Primary Professional Staff

### Hint:

Pay close attention to RFP scoring criteria and requirements!

### <u>Section V</u> <u>Proposal Instructions</u>

- C. Proposal Requirements
  - 1. Proposal Cover Sheet
    - ✓ Legal name of the agency
    - ✓ Contact term
    - ✓ Budget amount
    - ✓ Sign and date
  - 2. Table of Contents
    - ✓ Must have a table of contents
  - 3. Proposal Checklist
    - ✓ Use the checklist to present the proposal in the correct order

### Section V Proposal Instructions

- C. Proposal Requirements
  - 4. Agency Capability (10 page limit)
    - a. Data Collection/Analytic Capabilities
      - 1) Primary purpose or function of the organization
      - 2) Ability and experience in working with AI/AN communities
      - 3) Experience and expertise in carrying out large-scale surveys
      - 4) Contractual relationships with AI/AN communities
      - 5) Ability and experience in collecting comparable (with state and national) data
      - 6) Education and experience of the staff

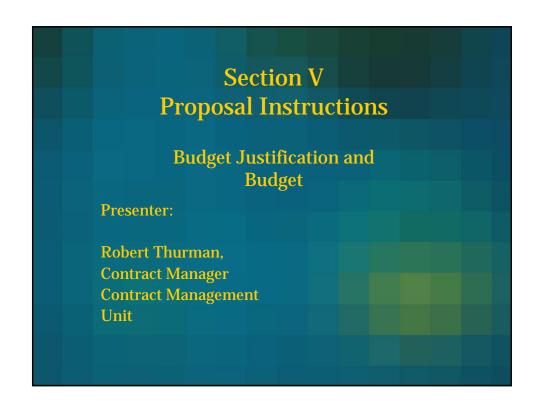
### Section V Proposal Instructions

- C. Proposal Requirements
  - 4. Agency Capability (10 page limit)
    - b. Administrative Capabilities
      - 1) History of contract managing
      - 2) Audit history
      - 3) State audit history
      - 4) Equipment

### Section V Proposal Instructions C. Proposal Requirements 5. Project Narrative (25 page limit) a. Detail description to address Section II, Scope of Work b. Timeline 1) Survey Plan a) Sample Design b) Data Collection and Preparation Plan 2) Analytic Plan 3) Reports and Deliverables c. Organization Chart

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# Section V Proposal Instructions C. Proposal Requirements 6. Scope of Work e. Column 4: Start/End Date f. Column 5: Who is Responsible g. Column 6: Tracking Measures h. Column 7-8: leave blank



# Section V Proposal Instructions Budget Justification and Budget Pages 31 through 45

### Section V Proposal Instructions 7. Budget and Budget Justification - 30 points Funding preference criteria ➤ Read and follow the instructions carefully ➤ Formulas and totals are correct ➤ Provide sufficient narrative detail ➤ Propose reasonable staffing costs

✓ Comparable to State Civil Service➤ Provide a cost-effective justification for

operating expenses

# Section V Proposal Instructions a. Budget Justification Instructions Describes and justifies activity expenditures in the SOW Helps evaluate the SOW Prepare one justification for the entire contract term Two FYs Budgets must be expended during FY Think about changes that may occur during project activity timelines Add expenses as necessary to go with the SOW activities Budget must consist of 4 columns Narrative 2 FYs Total

## Section V Proposal Instructions 1. Personnel Costs a. Position Title > Write a narrative justification to explain work performed by the personnel > Position title in budget justification must match SOW responsible person column > 10% FTE or less goes to indirect costs

### Section V Proposal Instructions b. Salary range ➤ Identify the actual salary c. Percent of Full Time Equivalent ➤ Amount of time staff will work based on 100% FTE 6. Pay period schedule

### <u>Section V</u> <u>Proposal Instructions</u>

2. Fringe Benefits

Description of duties

a. Explain the duties of the staff

- a. Refer to the Contract Uniformity Appendix document.
- b. List the fringe benefits provided to eligible personnel
- c. TCS will not pay W/C claims
- d. TCS will not pay for any benefit accruals outside the term of the agreement
- e. Indicate a range of benefits.....if staff earn fringe benefits at different percentages

# Section V Proposal Instructions 3. Operating Expenses a. Network access for PARTNERS b. Space rent/lease c. General Expenses 'Postage 'Duplicating 'Communications d. Printing e. Rental Equipment f. Audit (audit may be direct or indirect) g. Add lines as necessary

# Section V Proposal Instructions 4. Equipment Expenses a. Limited to the ability to up-grade software at one computer workstation to TCS minimum requirements b. No other equipment may be purchased......

### Section V Proposal Instructions 5. Travel and Training a. Includes local mileage, required and optional travel to meetings/trainings b. No optional travel c. Required Travel: ✓ In person meetings with TCS ✓ Project Director's Meeting, when scheduled d. Out-of-state travel ✓ National conference

# Section V Proposal Instructions 6. Subcontracts and Consultants a. Subcontracts are long term service purchase agreements for effort not available within the agency b. Consultants are individuals that provide supplemental part-time/limited term effort not available within the agency ✓ Remember restrictions on "high salary" and prior approval cost over \$5,000

# Section V Proposal Instructions 7. Other Costs a. Incentives Used to encourage survey & and project participation Must be non-cash item b. Other Agency Sub-Categories as necessary

# Section V Proposal Instructions 8. Indirect Expenses a. Cannot exceed 25% of the total of Personnel Expenses (Salary total plus fringe benefits total b. List the indirect expenses

# Section V Proposal Instructions Budget Page Format ✓ Prepare one budget page for each FY ✓ Each budget page contains all eight categories

# Section V Proposal Instructions Additional required forms Agency documentation requirements Certification of non-acceptance of tobacco funds Remember to include Curriculum Vitae of agency key personnel

# Section VI Appendix A. Tobacco Subsidiary Products B. Intellectual Property Rights C. Scope of Work Instructions Sample D. Budget Sample E. Budget Justification F. Comparable State Civil Service Classifications G. Contract Uniformity H. Travel Reimbursement Information

# Section VII Attachments 1. Proposal Cover Sheet 2. Table of Contents 3. Proposal Checklist 4. Scope of Work 5. Agency Documentation Requirements 6. Certifications of Non-Acceptance of Tobacco Funds 7. Specifications 8. Drug-Free Workplace Certification